

ROCKY FLATS PLANT
ERM ADMINISTRATIVE
PROCEDURES MANUAL
CATEGORY 1

Manual No.: 2-11000-ER-ADM
(a.k.a. 3-21000-ADM)
Procedure No.: Table of Contents, Rev 17
Page: 1 of 2
Effective Date: 06/01/94
Organization: Environmental Restoration

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FOR
ENVIRONMENTAL RESTORATION MANAGEMENT
ADMINISTRATIVE PROCEDURES MANUAL

**EG&G
SUPERSEDED
DOCUMENT**

| <u>Procedure No.</u> | <u>Title</u> | <u>Rev. No.</u> | <u>Effective Date</u> |
|----------------------|---|-----------------|-----------------------|
| 01.01 | ER Organization | | |
| 02.01 | Training | 0 | 06/19/92 |
| 02.02 | Personnel Qualifications | 0 | 08/15/91 |
| 03.04 | Control of QAA Development | 0 | 09/23/91 |
| 04.01 | Procurement Document Control | 0 | 04/08/92 |
| •05.01 | 2-E95-ER-ADM-05.01 Procedure Development | 1 | 06/01/94 |
| 05.03 | RFI/RI Work Plan Development | 0 | 08/15/91 |
| DCN 93.01 | Technical Memoranda | 0 | 08/18/93 |
| •05.05 | 2-E02-ER-ADM-05.05 Document Review | 1 | 06/01/94 |
| 05.07 | Preparation of Procedure Change Notices | 1 | 09/23/91 |
| 93-DMR-000548 | Modification | 1 | 11/01/93 |
| 05.08 | Forms Control | 0 | 09/23/91 |
| 05.11 | Preparation of Instructions | 0 | 04/08/92 |
| 06.01 | Document Control | 0 | 08/02/91 |
| DCN 93.01 | Add Distribution of Working Copies | 0 | 05/18/93 |
| 08.01 | Control and Identification of Items, Samples, and Data | 0 | 04/08/92 |

ADMINISTRATIVE
PROCEDURES

DOCUMENT CLASSIFICATION REVIEW WAIVER
PER R.B. HOFFMAN, CLASSIFICATION OFFICE
JUNE 11, 1991

A-SW-001320

ROCKY FLATS PLANT

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**ERM ADMINISTRATIVE
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CATEGORY 1

Organization:

Environmental Restoration

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|--------------------------|--|-----------------|---------------------------|
| 10.01 | Inspections | 0 | 04/08/92 |
| 12.01 | Control of Measuring and Test Equipment | 0 | 04/08/92 |
| 15.01 | Control of Nonconforming Items and Activities | 1 | 10/12/92 |
| 16.01 | Corrective Action | 0 | 04/08/92 |
| 17.01 | Quality Assurance Records Management | 0 | 02/28/92 |
| DCN 93.02 | Modification of Records Acceptance and Access Control | 0 | 06/07/93 |
| 94-DMR-000778 | Text Addition and Section Number Modification | 0 | 04/29/94 |
| 94-DMR-001200 | Extension and Incorporation of DCN 93.02 | 0 | 06/23/94 |
| 17.02 | Administrative Records Screening and Processing | 0 | 12/07/92 |
| 18.02 | Surveillance Activities | 1 | 04/08/92 |
| 18.03 | Readiness Review | 0 | 08/02/91 |
| AQD.08 | Preparation of EPA Form R | 1 | 10/10/91 |

DOCUMENT MODIFICATION REQUEST (DMR)

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Refer to 1-A01-PPG-001 for Processing Instructions.
Print or Type All Information (Except Signatures)

| | | | | | | | | |
|---|---------|--|--|------------------------------|--|---|--|-------------------------------|
| 2. Existing Document Number/Revision 3-21000-ADM-17.01, Rev. 0 | | | 1. Date 6-21-94 | | | 25. DMR No. 93-DMR-001200 | | |
| 4. Originator's Name/Phone/Page/Location Lynn Ansley-Roberts / X8720/Bldg 080 | | | 3. New Document Number or Document Number if it is to be changed with this Revision NA | | | 5. Document Title Quality Assurance Records Management | | |
| 6. Document Type <input checked="" type="checkbox"/> Procedure <input type="checkbox"/> Other | | | 7. Document Modification Type (Check only one) <input type="checkbox"/> New <input type="checkbox"/> Revision <input checked="" type="checkbox"/> Intent Change <input type="checkbox"/> Nonintent Change <input type="checkbox"/> Editorial Correction <input type="checkbox"/> Cancellation | | | | | |
| 8. Item | 9. Page | 10. Step | 11. Proposed Modifications | | | | | |
| NA | NA | NA | Incorporate changes from DCN 93.02 | | | | | |
| 12. Justification (Reason for Modification, EJO#, TP#, etc.) To extend DCN 9302. To change DCN to a DMR. | | | | | | | | |
| If modification is for a new procedure or a revision, list concurring disciplines in Block 13, and enter N/A in Blocks 14 and 15. If modification is for any type of change or a cancellation, organizations are listed in Block 13, then Concurror prints, and signs in Block 14, and dates in Block 15. | | | | | | | | |
| 13. Organization | | 14. Print and Sign (if applicable) | | | | 15. Date (if applicable) | | |
| EQS | | C. A. Finkland | | | | 6/29/94 | | |
| EOM | | NA | | | | | | |
| SME | | Linda Williams <i>Linda M Williams</i> | | | | 6/28/94 | | |
| QA | | | | | | | | |
| 16. Originator's Supervisor (print/sign/date) <i>Kaye Bentzen</i> L. L. Tyler <i>Betty Wallan for L. L. Tyler</i> <i>lme</i> | | | | | | | | |
| 17. Assigned SME/Phone/Page/Location Linda Williams X8715/5906/080 | | 18. Cost Center 0247 | | 19. Charge Number ENV-ADM | | 20. Requested Completion Date 6-27-94 | | 21. Effective Date 6-23-94 |
| 22. Accelerated Review? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> | | 23. ORC Review NOT REQUIRED | | | | | | |
| 24. Responsible Manager (print, sign, date) <i>Kaye Bentzen</i> D. G. Brun for K. Bentzen 6/21/94 | | | | | | | | |

ECR
SUPERCEDED
DOCUMENT

BY NA
DATE NA

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JUNE 11, 1991

Appendix 2

Criteria for Acceptance of Records for Processing

The criteria for acceptability of records are as follows. These criteria apply to all records submitted to the ER Central Records Center (CRC) for processing and retention, except for one-of-a-kind items defined as "records that cannot be duplicated or reproduced by currently available technology."

1. The record must be legible. There must be a clear, distinct image with a sharp contrast between the character or pictorial information recorded and the recording medium (paper).
2. The record must be complete, including all attachments and appendices. No portions of a page can be missing due to tearing or folding of record edges that obliterates recorded information.
3. The record must be paginated.
4. All blocks on records, including signature, must be filled in or "NA" (not applicable) entered.
5. Data on records and drawings shall be recorded with an indelible medium, preferably black ink, against a light background. Pencil (lead) is not an acceptable means of recording information on a record that is to be submitted to the CRC. Blackline drawings are preferred to blueprint or sepia copies. If blue-line or sepia drawings are the only copies available, they must not be folded, but rather rolled for storage or transmittal. They shall be stored on stick files or a flat (plan) file. Creasing the paper creates marks which can obscure data recorded on the drawing.
6. The viewer must be able to read the record without guessing or magnification.
7. To the extent feasible, records shall not contain stamps or other marks that intersect and obliterate the text.
8. The record shall not contain correction fluid or correction tape of any kind.
9. Records must not have any information scratched out and obliterated or other extraneous information hand-written on the record. Corrections shall be made by scribing a single line through the incorrect information using an indelible medium. The correction shall include the date and initials of the person authorized to make such corrections.

NOTE: If new information has been added to a record previously submitted to the CRC, it constitutes a new and separate record.

11. Oversized records (i.e., records with the minimum dimension greater than 14 inches) shall be rolled for transmittal.
12. If photocopies are submitted as the record copy, they must be legible. The copy image must be aligned properly. Optically skewed images are not acceptable. The angle of the record must be truly reproduced on the photocopy. Square corners must appear at right angles.
13. No photo reductions of data are acceptable unless the image is very clear and easily legible. Letters and other characters must be spaced so that the background areas between them are approximately equal. Words shall be clearly separated by space equal to the height of the lettering.
14. Avoid using colored paper as a recording medium. The contrast between the data recorded and the color of the paper is not distinct enough.
15. If the original record is not available for submittal to the records center, the generation of the copy submitted for processing must be as close to the original as possible and not more than two generations from it (i.e., a copy of a copy of the original). Each copy generation removed from the original is of poorer quality.

NOTE: Technically equivalent criteria will be applied to electronic, color, and photographic media for which the above criteria may not be applicable.